

MEMORANDUM

TO: Board of Trustees

THROUGH: Mike Bandelin
Interim General Manager

FROM: Bobby Magee
Interim Director of Finance

SUBJECT: Final Ratification of the Department of Finance Staffing Increase
Approval of Recommended Adjustments for Consulting Services

DATE: September 13, 2023

I. RECOMMENDATIONS

That the Board of Trustees make a motion to:

Ratify the Additional Positions of Assistant Director of Finance (Grade 40) and Management Analyst (Grade 28) for the Department of Finance That Were Conceptually Approved by the Board at the August 24, 2023 Special Board Meeting.

That the Board of Trustees make a motion to:

Approve the Additional Items Identified by Staff for Consulting Services and Direct Staff to Add the Items to the Future Budget Augmentation.

II. DISTRICT STRATEGIC PLAN

This action supports Long Range Principle #2, Finance; *“The District will ensure fiscal responsibility and sustainability of service capacities by maintaining effective financial polices for operating budgets, fund balances, capital improvement and debt management.”*

- *Comply with State and Federal regulations.*
- *Develop and maintain a long term plan to sustain financial resources.*

III. BACKGROUND

Overview

On August 9th (Item F.5) and August 24th (Item C.3) the Department of Finance presented recommendations related to the department’s vacancy and recruitment

efforts, current status of annual audits, current status of various financial special projects, and the day-to-day operational aspects of the organization. As a result of these presentations, the Board directed staff to take a number of actions that will require a future budget augmentation hearing. At the August 9th meeting, among other items, the Board directed staff to add an Internal Auditor position to work on both financial and operational audits. At the August 24th Special Meeting, the Board conceptually approved adding an Assistant Director of Finance and a Management Analyst, pending final Board approval with actual job titles and salary ranges identified. Staff has created the necessary job descriptions and salary ranges commensurate with similar positions in neighboring agencies, and is recommending final ratification of the Assistant Director of Finance and Management Analyst positions. All three of the new position job descriptions and salary ranges have been reviewed by the Interim General Manager, Interim Director of Finance, and Director of Human Resources and collectively have been agreed upon under current administrative policies. If final ratification of the two conceptually-approved positions (Assistant Director of Finance and Management Analyst) is approved at this time, all three new positions (Internal Auditor, Assistant Director of Finance, and Management Analyst) will be released to the public for immediate recruitment on September 14, 2023.

Items Approved by the Board Needing Future Appropriations Adjustments

The table below demonstrates a majority of the items that were approved by the Board at both the August 9th and August 24th meetings, and also includes the items that were conceptually approved by the Board with caveats for future action. The table represents the expected maximum amount that staff will be recommending for final 2023-24 budget adjustment, anticipated to be presented to the Board in early 2024. As the department moves to hire staff, it is anticipated that some of these costs will be mitigated in the current fiscal year through expected salary savings, reduced need for consulting services, and final known costs for items sent out for Request for Proposals (RFP). Staff will keep the Board apprised on the activities below through periodic updates in the General Manager’s Report. As identified during the August 24th meeting, the Accounts Payable Tech was included in the budget but left unfunded. As a result this position is already under recruitment and final appropriation needs will be identified and included with the final appropriation adjustments.

Item	Date(s) Approved	Current Estimated Cost	One Time / Ongoing Cost
Contract with Baker Tilly	8/9/23 and 8/24/23	\$165,000	One Time
Internal Auditor	8/9/23	\$182,376	Ongoing

Contract with Tyler Technologies	8/24/23	\$16,000	One Time
Forensic Due Diligence Financial Audit	8/24/23	\$150,000	One Time
Sub-Total (Approved Items)		\$513,376	
Asst Director of Finance	8/24/23 (Conceptual)	\$267,435	Ongoing
Management Analyst	8/24/23 (Conceptual)	\$148,917	Ongoing
A/P Tech Funding	N/A	\$91,431	Ongoing
Annual Comprehensive Financial Report (ACFR) Preparation	Identified by Staff	\$10,000	One Time
Long Range Financial Plan / Fiscal Sustainability Plan	Identified by Staff	\$100,000	One Time
Sub-Total (Conceptual and Identified Items)		\$617,783	
Estimated One-Time Costs		\$441,000	
Estimated Ongoing Costs		\$690,159	
Grand Total		\$1,131,159	

Additional Consulting Items Identified by Staff (Action Item #2)

At the August 24th meeting, the Board directed staff to identify any other consulting needs that may be required to complete the Audit process or other special projects. Staff identified two items; assistance with the preparation of the ACFR, and a two-part RFP to be issued for both a Long Range Financial Plan and a subsequent Fiscal Sustainability Plan.

- Compilation of the ACFR was done in the previous year by in house Finance staff. It is a labor intensive activity that auditing firms are staffed for and routinely do for other clients. With a large vacancy rate currently existing in the Finance Department, it is recommended that this activity be shifted to

Davis Farr to complete. Their firm has indicated it has the capacity to perform the necessary activities, with a current estimated cost of \$10,000.

- The Finance Department wishes to engage with a professional firm to address the long range fiscal health of the entire District. This would be accomplished through a two-part process, which would include both a Long Range Financial Plan with a corresponding Fiscal Sustainability Plan (FSP). These items are explained further below:
 - **Long Range Financial Plan** - A long-range financial forecast (or fiscal model) is used by local governments to project future trends based on accurate historical information and reasonable assumptions to understand trends for the agency's fiscal health. In this case, IVGID will use financial forecasts to assist with projecting trends for both General and Enterprise funds. Typically fiscal models will include a 10-year horizon to understand impacts to known future changes such as debt service obligations, capital investment requirements, and development activity. While a fiscal model is not intended to accurately predict in finite detail future revenues, expenditures or reserves, they are able to give senior leadership and policy makers a view of the fiscal landscape, long-range impact of decisions regarding service levels or revenue decisions such as fees and charges, communicate the depth of any potential fiscal gaps that may exist, and a foundation for implementing budget strategies needed to live within the long-term baseline revenues. Governing boards can then make informed decisions and provide direction to staff to implement those decisions in a way that provide an opportunity to achieve fiscal sustainability while providing the services that the community expects.
 - **Fiscal Sustainability Plan** – An FSP represents a plan that includes a set of budget strategies to address a fiscal gap that is anticipated in future years. The FSP seeks to correct fiscal gaps through a combination of revenue enhancements and/or expenditure reductions such as expenditure controls, cost shifts, service delivery alternatives or service level reductions - to avoid a depletion of operating fund reserves and that could further lead to insolvency if not corrected. The cornerstone of any FSP is a long-range financial forecast (typically ten years) that is based on accurate historical financial information and uses reasonable and realistic revenue and expenditure assumptions to identify trends that may impact future reserves. Once this financial forecast is reviewed, understood, and accepted this forms the basis for understanding the various budget strategies that could be employed to correct any long-range gaps where revenues do not meet

long-range expenditure projections. Budget strategies are typically then reviewed and selected in a variety of scenarios ranging from revenue-centric, expenditure-reduction focused, and balanced approaches for governing board consideration. Agencies often find that independent perspectives from consulting firms with experience in addressing fiscal gaps are helpful to provide an external perspective in how the fiscal gap can be addressed.

VI. FINANCIAL IMPACT AND BUDGET

The recommended actions have a maximum total effect to the overall budget of \$1,131,159 in fiscal year 2023-24. Of this amount, \$441,000 is one-time only funds. The actual amount that will be requested in early 2024 will be determined after staffing has been hired and actual consulting costs are better known. In addition, the Finance Department will provide a breakdown of expenditures by Fund when the final appropriation increase is recommended.

V. ALTERNATIVES

The risk of delaying final ratification of the conceptually-approved positions would be to continue to place the Board-adopted financial priority list on hold. Absent a contract modification with Davis Farr to compile the ACFR, the document would likely not be ready for final publication by the State's January 31st deadline.

**Incline Village General Improvement District
Job Description – DRAFT VERSION ONLY**

Job Title: Assistant Director of Finance
Job Number: XXXXa
Salary Grade: 40
Department: Finance
Reports To: Director of Finance
FLSA Status: Exempt - Executive
Prepared By: B. Magee/E. Feore
Prepared Date: 09/11/2023
Approved By: M. Bandelin
Approved Date: 9/12/2023

SUMMARY

Under general guidance from the Director of Finance, this position supervises day-to-day functions of the Budget and Revenue office functions, advising Senior Leadership, District General Manager and, as requested, Board of Trustees with data related to budgetary and revenue statistics. Oversees special projects, coordinates information technology projects, and directs process improvement.

ESSENTIAL DUTIES AND RESPONSIBILITIES, not necessarily in order of priority, include the following. Assigned job tasks/duties are not limited to the essential functions.

1. Provides excellent customer service to customers and business partners.
2. May assist the Director of Finance with the oversight, coordination and preparation of reports that summarize and analyze District business activity and financial position in areas of revenue, expenditures and other sources and uses based on past, present and expected operations.
3. Recommends, establishes, and monitors accounting, reporting and internal controls, Board Policies and Practices and District Procedures related to District financials and budgets.
4. Ensures the integrity of the District's computerized financial accounting system by maintaining expertise on this system; troubleshoots and resolves system processing problems and responds to budget and revenue staff inquiries.
5. May assist the Director of Finance with the oversight, coordination and preparation of the District's annual consolidated operating and capital budgets for presentation to the Board, the public, and Department of Taxation. Ensures the District is following Federal regulations and guidelines.
6. May assist the Director of Finance with the coordination audits of the District's accounts as directed by the District Audit Committee, and serves as a representative of management with the auditors in meeting the Auditor's Professional Responsibility.
7. May assist the Director of Finance with the development and administration of annual operating budget and capital improvement budget for assigned areas of operational responsibility; monitors and controls budgets utilizing a computerized financial accounting system.
8. Coordinates the development of goals and objectives for the Revenue Office and Finance's budget staff.
9. Interfaces with other District staff to research and resolve a variety of accounting related issues, as requested by the Director of Finance.
10. As requested by the Director of Finance, in the event of an absence, may temporarily serve as a member of the Senior Management Teams; participates in formulating and administering District policies and developing long-range goals and objectives through the District's Strategic Plan.
11. Inputs and/or monitors employee time & pay records using an automated system. Ensures records are accurate each month.

SUPERVISORY RESPONSIBILITIES

Manages supervisors in the Revenue Office and Budget Analyst staff. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (BA or BS) in Accounting; and seven years related experience with automated financial and accounting systems, including five years supervisory experience; or equivalent combination of education and experience. Certification as a Certified Public Accountant (CPA) or MBA helpful but not required. Five years public sector experience preferred.

KNOWLEDGE Thorough knowledge of the principles, practices, and methods of current public sector accounting, auditing and budgeting methods; knowledge of insurance programs/principles and practices; knowledge of leadership, management and supervision; knowledge of FASB and GASB pronouncements and the rules and preparation of financial statement that comply; knowledge of methods and techniques of data collection, analysis and report preparation, knowledge of fixed rate instrument investing, knowledge of debt and lease financing, extensive knowledge of Microsoft Word, Excel, database and presentation applications for accounting records, budget preparation and financial analysis.

COMPREHENSION/COMMUNICATION SKILLS

Ability to read, analyze, and interpret technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the community. Ability to develop presentations and write articles for publication that conforms to prescribed style and format. Ability to make effective speeches and presentations on controversial or complex topics to employees, management, public groups, and the Board of Trustees. Ability to facilitate working groups of employees, public and/or agencies including planning effective meetings and workshops. Ability to maintain composure when responding to inquiries or complaints. The duties and responsibilities of this position necessitate the use of a cellular phone for District business reasons.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference to review and analyze financial transactions and reports. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of data and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License. Certification as a Certified Public Accountant (CPA) or MBA are preferred. Successful completion State of Nevada/Federal background check through fingerprinting because position has unsupervised access to children, the elderly or individuals with disabilities and/or has access to their records. Pursuant to National Child Protection Act (NCPA) of 1993 as amended by the Volunteers for Children Act (VCA). It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor.

OTHER SKILLS OR ABILITIES

Very good organizational, administrative, analytical, leadership, supervisory, and customer service skills; strong computer skills for word processing, spreadsheet and financial accounting applications; develop, mentor and supervise assigned staff; work effectively under pressure of deadlines and conflicting demands; establish, foster, and maintain effective working relationships with all levels of employees, elected officials and members of a diverse community; gain and maintain cooperation through discussion and education; effectively deal with conflict and changing circumstances. High level of initiative and independent judgment within areas of responsibility.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particle; risk of electrical shock. The noise level in the work environment is usually moderate.

I have read and understand this explanation and job description.

Employee Signature: _____ Date: _____

Employee Name: _____

**Incline Village General Improvement District
Job Description – DRAFT VERSION ONLY**

Job Title: Internal Auditor
Job Number: XXXXA
Salary Grade: 33
Department: Administration
Reports To: General Manager
FLSA Status: Exempt - Professional
Prepared By: B. Magee/E. Feore
Prepared Date: 09/01/2023
Approved By: M. Bandelin
Approved Date: 9/12/2023

SUMMARY

With limited direction from the General Manager, this position audits Districtwide operations by evaluating the effectiveness of finances, risk management, control, and governance processes to improve operations and assist the organization in meeting objectives. Conducts independent and objective audits, financial audits, compliance audits, operational audits, and special research projects for the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES, not necessarily in order of priority, include the following. Assigned job tasks/duties are not limited to the essential functions.

1. Plans, organizes and directs District internal audit functions; these include: performance, financial, compliance, operational, and special audits; plans multi-year audit schedules and determines high-level audit objectives.
2. Conducts compliance audits by assessing the District's compliance with State and local statutes, federal laws and regulations, departmental policies and administrative guidelines. Documents and reports areas of non-compliance, errors, waste, omissions, and conflicts of interest.
3. Conducts performance audits by comprehensively reviewing District's activities to determine how economically, effectively and efficiently its objectives are achieved.
4. Conducts financial related audits by analyzing the District's economic activity as measured and reported by District accounting methods. Reviews internal control mechanisms to ensure appropriate financial management and reporting, ensures clear audit trails, and separation of critical functions and duties.
5. Conducts special studies as requested by the Board of Trustees through direction of the General Manager.
6. Compiles information and conducts reviews through the use of questionnaires, statistical sampling, and interviews to determine if departments are complying with internal auditing control procedures.
7. Schedules periodic review of internal audit plans and District programs to ensure proper implementation of Board directives regarding internal controls; recommends changes to policies and procedures to improve internal controls.
8. Attends meetings and makes oral presentations to the Board of Trustees and citizen groups regarding audits to explain audit reports, procedures used, and to answer questions.
9. Engages, coordinates and monitors the services of public accountants, qualified management consultants or other professional experts necessary to assist Internal Audit in the discharge of its duties and ensures the audit processes are completed in a timely manner with minimal disruption to the subject department.

QUALIFICATIONS

To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (BA or BS) in Accounting or Business Administration or closely related field and minimum three years of full-time auditing experience; OR and equivalent combination of training and experience. Must have detailed knowledge of principles, practices and trends in public administration, organization and management, internal controls and organizational structures, audit planning processes and scheduling.

COMPREHENSION/COMMUNICATION SKILLS

Ability to read, analyze, and interpret financial reports, and legal documents. Ability to be proactive and communicate effectively with the community, the Board of Trustees, District staff and others on matters relative to audits and processes. Make oral and written presentations to management during the conclusion of the audit, discussing deficiencies and recommending corrective actions. The duties and responsibilities of this position may necessitate the use of a cellular phone for District business reasons.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference to perform account analysis. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to perform complex audits of District operations and programs. Ability to understand the organization and operation of the District and of regional agencies as necessary to assume assigned responsibilities and apply principles of logical or synthesis functions. Must have working knowledge of fiscal accountability in the public sector.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License. CPA desirable but not required. Successful completion of State of Nevada/Federal background check through fingerprinting because position has unsupervised access to children, the elderly or individuals with disabilities and/or has access to their records. Pursuant to National Child Protection Act (NCPA) of 1993 as amended by the Volunteers for Children Act (VCA). It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor.

OTHER SKILLS OR ABILITIES

Excellent organizational, administrative, analytical, interpersonal communication skills. Ability to maintain confidential data and information. Must plan and organize work to meet schedules and timelines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.

I have read and understand this explanation and job description.

Employee Signature: _____ Date: _____

Employee Name: _____

**Incline Village General Improvement District
Job Description – DRAFT VERSION ONLY**

Job Title: Management Analyst
Job Number: 1225A
Salary Grade: 28
Department: Finance
Reports To: Director of Finance
FLSA Status: Exempt - Professional
Prepared By: B. Magee/E. Feore
Prepared Date: 08/31/2023
Approved By: M. Bandelin
Approved Date: 09/12/2023

SUMMARY

Under general direction from the Director of Finance, this position performs complex and varied technical and professional administrative and analytical duties in support of a broad range of District-wide operations. Responsible for performing a variety of special projects, research, and budgetary analysis. Provides information and assistance to the Assistant or Director of Finance for General Manager and/or Board reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES, not necessarily in order of priority, include the following. Assigned job tasks/duties are not limited to the essential functions.

1. Performs a variety of professional level research and analytical duties in support of assigned functions.
2. Evaluates organizational programs, policies and procedures to identify areas for improvement. Collects, compiles and analyzes complex information from various sources on District budgets.
3. Advises and assists department Directors and other identified staff in fiscal, organizational and procedural matters.
4. Participates in the preparation, review, and administration of departmental budgets and the capital improvement budgets.
5. Confers with representatives of other agencies or departments; coordinates projects; serves as liaison between departments and the Finance/Senior Leadership teams.
6. Assists with budget monitoring; provides detailed analysis on current budgetary compliance; notifies Assistant or Director of Finance with anomalies or errors with departmental reporting.
7. Conducts research on best practices and industry trends to inform decision-making for the Assistant or Director of Finance or Senior Leadership, as requested. May present data to Board of Trustees as directed by General Manager or Director of Finance.
8. Promotes, tracks, and measures compliance with program changes by creating and implementing appropriate data collection, reporting, and/or recordkeeping processes. Reviews results of implemented changes for efficacy; makes or recommends further adaptations as needed for continual improvement.

QUALIFICATIONS To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor’s degree (BA or BS) in Accounting or Business Administration and minimum two years of responsible managerial, fiscal, analytical, or governmental administrative and/or analytical work. MBA helpful but not required. Two years public sector experience preferred.

COMPREHENSION/COMMUNICATION SKILLS

Ability to read, analyze, and interpret, financial reports, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the community. Ability to be proactive and communicate effectively with the community, District staff and others, in a positive manner, on matters relative to the General Manager, Trustees and or District business. The duties and responsibilities of this position may necessitate the use of a cellular phone for District business reasons.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference to perform account analysis. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS Valid Driver's License. CPA desirable but not required. Successful completion State of Nevada/Federal background check through fingerprinting because position has unsupervised access to children, the elderly or individuals with disabilities and/or has access to their records. Pursuant to National Child Protection Act (NCPA) of 1993 as amended by the Volunteers for Children Act (VCA). It is the employee’s responsibility to maintain all required certifications and licenses and to report any changes to the supervisor.

OTHER SKILLS OR ABILITIES

Excellent organizational, administrative, analytical, interpersonal and customer service skills; computer skills for spreadsheet applications, word processing and financial accounting applications; and ability to operate 10-key calculator by touch.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.

I have read and understand this explanation and job description.

Employee Signature: _____

Date: _____

Employee Name: _____